

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2013</b>
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<b>1.0</b>	<b>PHA Information</b> <b>MID-COLUMBIA HOUSING AUTHORITY &amp; COLUMBIA GORGE HOUSING AUTHORITY</b> PHA Name: _____ PHA Code: _____ OR026 _____ PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>7/1/2012</u>					
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>822</u>					
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> -5Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
<b>4.0</b>	<b>PHA Consortia</b> <input checked="" type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
	PHA 1: <b>MID-COLUMBIA HOUSING AUTHORITY</b>	OR026	Section 8 Housing Choice Vouchers, Family Self Sufficiency, HOME TBA			551
	PHA 2: <b>COLUMBIA GORGE HOUSING AUTHORITY</b>	WA013	Section 8 Housing Choice Vouchers, Family Self Sufficiency HOME TBA	Shelter Plus Care		271
	PHA 3:					
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.					
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:  <b>To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination to low and very low income households who experience barriers due to income, age, or disability.</b>					
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.  <b>Mid-Columbia Housing/Columbia Gorge Housing Consortia has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. Mid-Columbia/Columbia Gorge Housing Consortia will use the Housing Voucher Program as the primary means to provide affordable housing free from discrimination to low income, very low income and extremely low income households throughout the district. We will actively work with community partners to improve economic opportunity for low income, very low income and extremely low income households to improve the livability of our community.</b>  <b>We have adopted the following goals for the next five years.</b> <ol style="list-style-type: none"> <li>Expand the supply of assisted Housing</li> <li>Improve the quality of assisted housing</li> <li>Increase housing choices</li> <li>Promote self-sufficiency and asset development of assisted households</li> <li>Ensure Equal Opportunity and affirmatively further fair housing objectives</li> </ol> <b>The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. In summary, we are on course to improve the livability in the Mid-Columbia service district by providing opportunities for decent affordable housing to persons of lower income.</b>  <b>5.2. A GOALS AND OBJECTIVES</b> <ol style="list-style-type: none"> <li><b>Expand the supply of assisted housing.</b></li> </ol>					

- a. Apply for additional rental vouchers
- b. Acquire or build units or developments
- c. Support the development of other affordable housing in the 5-county service area
- 2. Improve the quality of assisted housing**
  - a. Improve or maintain housing voucher management (SEMAP score)
- 3. Increase Assisted housing choices**
  - a. Provide voucher mobility information and counseling
  - b. Conduct outreach efforts to potential voucher landlords;
  - c. Support efforts to expand home ownership opportunities for low to moderate income families.
- 4. Promote self-sufficiency and asset development of assisted households**
  - a. Apply for available funding to maintain or increase the number of households that can be served under the Family Self Sufficiency Program.
  - b. Administer the Independent Development Accounts for the greatest number of low income families;
  - c. Provide financial management education to low income families;
  - d. Provide homebuyer education training.
  - e. Provide or attract supportive services to increase employability
  - f. Provide or attract supportive services to increase independence for the elderly.
- 5. Ensure equal opportunity and affirmatively further fair housing objectives**
  - a. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability;
  - b. Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status and disability;
  - c. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

## 5.2 B PROGRESS IN MEETING THE MISSION AND GOALS

The Mid-Columbia/Columbia Gorge Housing Consortia made progress in meeting our mission and goals in the following areas:

- 1. We increased the availability of assisted housing through award of \$275,000 in the HOME TBA programs in Oregon and Washington to assist special needs populations who were homeless including domestic violence survivors, persons with mental and emotional disabilities, homeless youth and farm-workers.
- 2. Through the review and adjustment of our Voucher Payment Standards we were able to give more households an opportunity to successfully locate a suitable dwelling under Section 8.
- 3. We created a culture of continuous improvement and innovation that demonstrates cost-effectiveness, creates value, and diversifies revenues by participating in the Mid-Columbia Rental Association and making an annual presentation.
- 4. We promoted self-sufficiency and asset development of families and individuals by serving 42 households throughout the year on the FSS program. VIDA and homeownership counseling available through our Mid-Columbia Housing Resource Center.

Current FSS Participation is as follows:

February 2012	OR	WA	Total
Participating Families in FSS	26	16	42
Participants with Positive Escrow Accounts	19	10	29

Avg. Escrow of Active Participants	\$1153	\$1250	\$2403
<ol style="list-style-type: none"> <li>5. We helped ensure equal opportunity in housing through continued efforts to inform all applicants and participants of their legal rights as renters, through on-going training of all staff on Fair Housing and ADA compliance and through written information provided in our tenant briefings. The Housing Authority co-sponsored Fair Housing Training for landlords and staff. We have a partnership with County Government to help address impediments to Fair Housing identified through the Consolidated Plan Process.</li> <li>6. We have maintained contact with Resident Advisory Board members to encourage involvement in Agency Planning activities.</li> <li>7. We have promoted community involvement by doing informational briefings at various community service agencies. Staff has worked hard at creating an open line of communication to landlords, as well as social service agencies.</li> <li>8. We continue to participate with Washington Gorge Action Program formerly KSDC, and Mid-Columbia Community Action Council in Oregon to develop and implement a Continuum of Care Plan for chronic homeless throughout Klickitat and Skamania Counties and Wasco, Hood River and Sherman Counties.</li> <li>9. We pursued opportunities to preserve affordable housing throughout the Gorge as RD properties and LIHTC properties reach their expiration dates.</li> <li>10. Completed leaseup for Hood River Crossing a newly constructed 40 unit with 10 project base vouchers targeted to farmworkers in Hood River, Oregon</li> <li>11. Completed and leased a 16 unit Rural Development 515 project White Cap Apartments in Stevenson.</li> <li>12. Completed the acquisition and rehabilitation of 54 LIHTC units in Hood River now known as Rio Bella, in which the Housing Authority is now part owner.</li> <li>13. The Housing Authority is now the managing member for a 25 unit LIHTC Project, West Park Place that was refinanced in 2010.</li> <li>14. Submitted an application for Family Unification Vouchers</li> <li>15. Maintained high performer status in the Administration of the Section 8 Voucher Program.</li> <li>16. Supported CCHC as they launched a new Home Repair program in Hood River County and completed a Home Repair program using CDBG funds in Wasco County.</li> <li>17. Through the MC Housing Resource Center--we served over 350 households with homebuyer education, counseling and referral to other housing resources.</li> <li>18. Supported CCHC in the application for a HUD 202 project for very low income seniors in Cascade Locks.</li> </ol>			

6.0	<p><b>PHA Plan Update</b> (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <ul style="list-style-type: none"> <li>• Closure of Wait List. Due to limited resources and the inability to serve those currently on the waiting list during the next 12 month period, it was determined that the Wait List will be closed, effective May 1, 2012 following public notice.</li> <li>• Leases less than 12 months. Leases may be approved for less than one year due to the prevailing practice of shorter term leases of 1, 3, 6 and 9 months in the Gorge.</li> <li>• Changes in occupancy standards – Minimum number of household members increased for assignment of 2, 3 and 4 bedroom vouchers.</li> <li>• Unborn children will not be assigned a separate bedroom. A pregnant single mother would be assigned a 1 bedroom voucher.</li> <li>• Payment Standards were reduced in all areas except for Hood River County. Hood River County FMRs are well below the 40<sup>th</sup> percentile of market rents.</li> <li>• Moves with continued assistance will be approved if the participant is in Good Standing <u>at the time the new Request for Tenancy is submitted.</u> Previously it was not clear that the HA could start a new lease if the present landlord had not yet determined if there was unpaid rent or damages in excess of the security deposit, or if the tenant contested the charges.</li> <li>• Moves to higher FMR areas will not be approved.** Subject to review for Reasonable Accommodation.</li> <li>• Confirmation Statement that the PHA has a Reasonable Accommodation Policy in effect and is in compliance with 504 requirements related to: Self Evaluation transition plan; Communication with Deaf; Grievance Procedures, Designation of Section 504 Coordinator, Record keeping.</li> <li>• Confirmation statement that the PHA Consortium has a Policy for Limited English Proficiency (LEP), and has completed the assessment for non-English speaking persons in the area.</li> <li>• Housing Needs for Minorities. The Hispanic population is the most significant minority representing 16.2% of the population or 13,164 households of the 80,807 households in the 5-county service area. According to 2000 Census Data, 3,703 Hispanic households are eligible by income for food stamps. (Poverty &amp; Food Assistance). Hood River County has the highest percentage of Hispanic households; 29.5% or 6,592 households are Hispanic of which 34% or 2,241 are eligible for food stamps. MCHA has 10 project base vouchers in Hood River. Preference for these vouchers is given to those employed in farm labor. The manager of the new LIHTC project is bilingual.</li> </ul> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>The 5 Year and Annual Plan are available at the main administrative office of the Mid-Columbia Housing Authority, 312 Court Street, Suite 419, the Dalles, Oregon 97058. Copies may be requested in person or by phone (541-296-5462 or Toll Free 1-888-356-8919 or by Fax at 541-296-8570 or by email to: <a href="mailto:info@mid-columbiahousingauthority.org">info@mid-columbiahousingauthority.org</a></p>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> Include statements related to these programs as applicable.</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. <b>The following chart identifies and ranks housing needs for low income families and those with special needs. There is a high need for families with very low and extremely low incomes in all locations within the 5 County service area.</b>          (For additional details See Attached Housing Needs Assessment Report.)</p>

**9.0-1 Housing Needs of Families in the Jurisdiction  
Hood River, Wasco, Sherman Counties – Oregon  
Klickitat & Skamania Counties – Washington  
By Family Type (Info from the Consolidated Plan)**

Family Type	Overall	Afford- ability	Supply	Quality	Accessib ility	Size	Location
Income <= 30% AMI							
Oregon	<b>1681</b>	5	4	3	2	4	2
Washington	<b>990</b>	5	5	4	2	4	2
Income >30% but <=50% of AMI							
Oregon	<b>1960</b>	5	4	3	2	3	2
Washington	<b>1292</b>	5	4	3	2	3	2
Income >50% but <80% of AMI							
Oregon	<b>2796</b>	5	2	2	2	2	1
Washington	<b>1585</b>	5	2	2	2	2	1
Elderly 1 & 2 Person households							
Oregon	<b>4,308</b>	5	5	4	5	1	2
Washington	<b>958</b>	5	5	4	5	2	2

Families with Disabilities							
Oregon:							
Psychiatric	<b>705</b>	5	5	5	5	2	2
Alcohol/Drug Addiction	<b>3824</b>	5	5	5	5	2	2

<u>Family Type</u>	Hood River County 9.5% Below Poverty		Wasco County 15.5% Below Poverty		Sherman County 20% Below Poverty	
	<u>Total #</u>	<u>%</u>	<u>Total #</u>	<u>%</u>	<u>Total #</u>	<u>%</u>
Hispanic (All Races) 185% of Poverty	6592 2241	29.5	3746 929	14.8%	99 25	5.6
Black	112	.5%	101	.4%	3	.2%
Native American	179	.8%	1109	4.4%	28	1.4%
Asian/Pacific Island	313	1.4	152	.6%	2	.1%

<u>Family Type</u>	Skamania County 9.4% Below Poverty		Klickitat County 19.5% Below Poverty	
Hispanic (All Races)	<u>Total#</u> 553 69	<u>%</u> 5.0%	<u>Total#</u> 2,174 439	<u>%</u> 10.7 %
Black	44	.4%	41	.2%
Native American	100	.9%	488	2.4%
Asian/Pacific Island	11	.1%	20	.1%

Statement of Housing Needs :The Affordable Housing needs for all families living below the poverty level is ranked high #5 in all locations in the Gorge. See survey of Housing Needs attached at the end of this report.

## B. Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.**

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <b>2012 draft</b>			
MCHA – MID-COLUMBIA HOUSING AUTHORITY			
CGHA – COLUMBIA GORGE HOUSING AUTHORITY			
	# of families	% of total families	Annual Turnover
Waiting list total	840 - MCHA 402 – CGHA 1,242 - Combined		81 – 16% 34 – 14% 115 Combined Total
Extremely low income <=30% AMI	451 – MCHA 270 – CGHA 721 - Combined	58.79% 69.94% 62.53%	
Very low income (>30% but <=50% AMI)	189 – MCHA 72 – CGHA 271 - Combined	24.64% 18.65 36.20%	
Low income (>50% but <80% AMI)	110 – MCHA 35 – CGHA 145- Combined	14.33% 9.06% 12.57%	
Families with children	473 - MCHA 223 - CGHA 696 Combined	61.66% 57.78% 60.37%	
Elderly families	280- MCHA 159 - CGHA 439 Combined	36.5% 45% 38%	
Families with Disabilities	288 - MCHA 164 - CGHA 452 Combined	37.55% 42.49% 39.2	

Housing Needs of Families on the Waiting List			
Race/ethnicity	24 - MCHA	3.12%	
Black	3 - CGHA	<1%	
Race/ethnicity	17 - MCHA	2.2%	
American Indian	23 - CGHA	6%	
Race/ethnicity	26 - MCHA	3.38%	
Asian	4 - CGHA	1.0%	
Race/ethnicity	64 - MCHA	11.34%	
Hispanic	11 - CGHA	2.85%	
Total Minority	195 – Combined	16.91%	

Waiting list type: (select one) PROJECT BASE VOUCHERS			
<input checked="" type="checkbox"/> Hood River Crossing - Hood River, Oregon			
MCHA – MID-COLUMBIA HOUSING AUTHORITY			
	# of families	% of total families	Annual Turnover (Terminations from Section 8 Program)
Waiting list total	189 -		Not leased yet
Extremely low income <=30% AMI	80	42.3%	
Very low income (>30% but <=50% AMI)	109 –	57.67%	
Low income (>50% but <80% AMI)	<u>0</u>		
Families with children	117	62.%	
Elderly families	17	9%	
Families with Disabilities	55	29%	
Race/ethnicity	3	1.5%	
Black			
Race/ethnicity	3	1.5%	
American Indian			
Race/ethnicity	2 -	1%	
Asian			
Race/ethnicity	66 -	35%	
Hispanic			
Total Minority	74–	39%	

9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. (Submit only with the 5 year plan)</b></p> <p>The Section 8 Housing Choice Voucher program is the primary operating program within the 5-County service area to provide decent, affordable housing to low income families and those with special needs including the elderly and those with disabilities. Our strategy is to operate the program in an efficient manner so as to serve the maximum number of households each month with the funding that is available. We will apply for additional housing assistance when available. MCHA has supported the development of affordable housing. During 2011 40 units of LIHTC were added and an additional 54 units were acquired and preserved as affordable housing. We will support the development of affordable housing by the Housing Authority or other private or public nonprofit organizations throughout the District. The ability to address housing needs is seriously thwarted by the lack of available resources at the federal, state and local level.</p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. (See attached A)  Attachment "B" Resident Advisory Board Minutes  Attachment "C" VAWA Policy  Attachment "D" Public Hearing Minutes  Attachment "E" Limited English Proficiency Policy  Attachment "F" Housing Needs Assessment 2012</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p><b>Any change to rent or admission policies or organization of the waiting list.</b></p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)  (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)  (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)  (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)  (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)  (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.  (g) Challenged Elements  (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)  (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>



## **EXHIBIT "A" PROGRESS IN MEETING THE MISSION AND GOALS**

The Mid-Columbia/Columbia Gorge Housing Consortia made progress in meeting our mission and goals in the following areas: (See 5.2B )

**Mid-Columbia Housing Authority-Columbia Gorge Housing Authority****Mid-Columbia Housing Authority  
Resident Advisory Board Meeting****Wednesday March 7, 2012 12:00 p.m.****Mid-Columbia Housing Authority Suite 417****312 Court St. Ste. 419, The Dalles, OR****ATTENDANCE  
SECTION 8 PARTICIPANTS**

Frances Brown, Lonnie Decourey, Kent Webb, Dorothy Marquez, Kathryn Hays, Carol Brisbane, and William Edge.

**ATTENDANCE STAFF**

Ruby Mason, Executive Director; Jola Hawkins, MCHA Housing Program Assistant; Karen Long, MCHA Housing Certifier

**MEETING TIME  
OPENING OF MEETING**

We started the meeting at 12:10 p.m.

Once everybody had a light lunch with pizza and soda, Karen started the meeting explaining the purpose of the meeting, followed by introductions. Residents were asked how long they had received Assistance under the Housing Choice Voucher program and any indicate any special interests/concerns.

**AGENCY PLAN , 2010 PHA  
ANNUAL PROGRESS**

Karen discussed the MCHA/CGHA PHA 5 Year and one year plan starting in 2012; She reviewed the 5 year goals and made reference to the progress made during the last year toward meeting housing goals.

**CHANGES FOR 2012  
PLUS  
COMMENTS, QUESTIONS  
AND ANSWER**

Kathryn Hays stated that the Payment Standards for rentals in the Gorge area were too low, especially when the client cannot pay the difference.

Karen explained why new clients and clients who want to move cannot pay the difference in the rent. The Tenant Rent is generally 30% of Adjusted Monthly Income. The tenant can pay the difference up to 40% of their income for rent during the initial lease term. After that the tenant can pay the difference over 40% if they choose to do so. Changes for the year to come:

1. Because of limited resources we will not be able to issue any new vouchers in the coming months either in Oregon or in Washington.
2. Wait List will be closing on May 1<sup>st</sup>, 2012. We are looking at only opening the Wait List for one month out of the year. MCHA will send and receive applications during this time. We will receive them via fax, mail, e-mail,

- personal delivery, etc.
3. Occupancy standards are changing: a three person family qualifies for a two bedroom voucher; a four person family qualifies for a three bedroom voucher. Also, the living room can be considered a "sleeping space." A family that is expecting an addition cannot qualify for a two bedroom until the child is born.
  4. The Payment Standards will be reduced to the level they were in September, 2011. Karen distributed a chart to show the existing and proposed new Payment Standards. Hood River was not reduced because October 2011, HUD lowered the Fair Market Rent by 21% in Hood River which is extremely low for this area.
  5. The Administrative Plan is not up to date as far as the lease term is concerned. It is common in the area to have leases with shorter terms than 12 months. By allowing leases with shorter terms it will provide more choices for low income families participating in the Section 8 Housing Choice Voucher Program.

## **DISCUSSION**

Ruby Mason explained that ten years ago we were able to help up to 821 families. The last years' total went down. We only could help 760 families with funding available.

The following options for some flexibility were discussed:

1. Two children, not necessarily of the same sex, would share a bedroom?
2. Possibly pushing the client portions of rent higher?

We would be able to possibly help more families.

This gave everyone something to think about and get back to us if they had any ideas that could help.

## **ADJOURNED**

Since there were no further questions or comments, the meeting was adjourned at 12:45 p.m.

Respectfully Submitted:

Jola J Hawkins  
Housing Program Assistant

# MCHA Overview of Proposed Changes

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Current Policy	Proposed Change																																				
Waiting list open year round	Close the waiting list and open for only one month a year																																				
Occupancy standards – bedroom size assigned to families <table><tr><th># of bdrms</th><th>Min. # of people</th><th>Max. # of people</th></tr><tr><td>0</td><td>1</td><td>2</td></tr><tr><td>1</td><td>1</td><td>2</td></tr><tr><td>2</td><td>2</td><td>4</td></tr><tr><td>3</td><td>3</td><td>6</td></tr><tr><td>4</td><td>4</td><td>8</td></tr></table>	# of bdrms	Min. # of people	Max. # of people	0	1	2	1	1	2	2	2	4	3	3	6	4	4	8	New occupancy standards – bedroom size assigned to families <table><tr><th># of bdrms</th><th>Min. # of people</th><th>Max. # of people</th></tr><tr><td>0</td><td>1</td><td>2</td></tr><tr><td>1</td><td>1</td><td>2</td></tr><tr><td>2</td><td>3</td><td>4</td></tr><tr><td>3</td><td>4</td><td>6</td></tr><tr><td>4</td><td>5</td><td>8</td></tr></table> <p>The living room will be considered a sleeping area.</p>	# of bdrms	Min. # of people	Max. # of people	0	1	2	1	1	2	2	3	4	3	4	6	4	5	8
# of bdrms	Min. # of people	Max. # of people																																			
0	1	2																																			
1	1	2																																			
2	2	4																																			
3	3	6																																			
4	4	8																																			
# of bdrms	Min. # of people	Max. # of people																																			
0	1	2																																			
1	1	2																																			
2	3	4																																			
3	4	6																																			
4	5	8																																			
Any unborn child is factored into the bedroom size assigned to a family	Any unborn child will not be factored into the assignment of bedroom size until after the child is born																																				
Current payment standards are set at 110% of the Fair Market Rent (FMR) for Hood River, Wasco, Sherman, Skamania and Klickitat Counties. See attached chart for amounts.	Reduce payment standards to the same level as September 2011 for Klickitat, Wasco and Sherman Counties. This will be a 5% reduction from current standards. Hood River County payment standards will stay the same. Skamania County payment standards will be reduced to 90% of FMR. See attached chart for amounts.																																				
12 Month Leases are allowed in the Administrative Plan	Less than 12 month leases will be allowed. 1, 3, 6 and 9 month leases will be allowed.																																				

## Current Voucher Payment Standards

BEDROOM SIZE	HOOD RIVER		WASCO		SHERMAN		KLICKITAT		SKAMANIA	
	FMR	PS	FMR	PS	FMR	PS	FMR	PS	FMR	PS
<b>0</b>	384	<b>422</b>	462	<b>508</b>	425	<b>467</b>	509	<b>559</b>	665	<b>731</b>
<b>1</b>	475	<b>522</b>	518	<b>569</b>	498	<b>547</b>	516	<b>567</b>	771	<b>783</b>
<b>2</b>	592	<b>651</b>	645	<b>709</b>	601	<b>661</b>	613	<b>674</b>	891	<b>905</b>
<b>3</b>	842	<b>926</b>	917	<b>1008</b>	814	<b>895</b>	861	<b>947</b>	1,297	<b>1,318</b>
<b>4</b>	869	<b>955</b>	1,135	<b>1,248</b>	953	<b>1,048</b>	886	<b>974</b>	1,558	<b>1,583</b>

## Proposed Voucher Payment Standards

BEDROOM SIZE	HOOD RIVER		WASCO		SHERMAN		KLICKITAT		SKAMANIA	
	FMR	PS	FMR	PS	FMR	PS	FMR	PS	FMR	PS
<b>0</b>	384	<b>422</b>	462	<b>484</b>	425	<b>447</b>	509	<b>535</b>	665	<b>59</b>
<b>1</b>	475	<b>522</b>	518	<b>542</b>	498	<b>523</b>	516	<b>542</b>	771	<b>69</b>
<b>2</b>	592	<b>651</b>	645	<b>675</b>	601	<b>632</b>	613	<b>644</b>	891	<b>80</b>
<b>3</b>	842	<b>926</b>	917	<b>959</b>	814	<b>855</b>	864	<b>908</b>	1,297	<b>1,1</b>
<b>4</b>	869	<b>955</b>	1,135	<b>1,187</b>	953	<b>1,001</b>	886	<b>931</b>	1,558	<b>1,4</b>

## **MID-COLUMBIA- COLUMBIA GORGE HOUSING AUTHORITY VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY**

### **I. Purpose and Applicability**

The purpose of this policy (herein called "Policy") is to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L.109-162) and more generally to set forth Mid Columbia/Columbia Gorge Housing Authority, hereinafter referred to as "MCHA" policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined. This Policy shall be applicable to the administration by MCHA of all federally subsidized Section 8 Housing Choice Vouchers under the United States Housing Act of 1937 (42 U.S.C.§1437 *et seq.*). Notwithstanding its title, this policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

### **II. Goals and Objectives**

This Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by MCHA;
- C. Providing and maintaining housing opportunities for victims of domestic violence dating, violence, or stalking;
- D. Creating and maintaining collaborative arrangements between MCHA, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by MCHA; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by MCHA.

### **III. Other MCHA Policies and Procedures**

This Policy shall be referenced in and attached to Mid Columbia/Columbia Gorge Housing Authority Five-Year Public Housing Agency Plan and shall be incorporated in and made a part of its Section 8 Administrative Plan. To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of MCHA, the provisions of this Policy shall prevail.

### **IV. Definitions**

As used in this Policy:

- A. *Domestic Violence* – The term 'domestic violence' includes felony or misdemeanor, crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant

monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."

- B. *Dating Violence* – means violence committed by a person—
  - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - (i) The length of the relationship.
    - (ii) The type of relationship.
    - (iii) The frequency of interaction between the persons involved in the relationship.
- C. *Stalking* – means –
  - (A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and
  - (B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to –
    - (i) that person;
    - (ii) a member of the immediate family of that person; or
    - (iii) the spouse or intimate partner of that person;
- D. *Immediate Family Member* - means, with respect to a person –
  - (A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or
  - (B) any other person living in the household of that person and related to that person by blood or marriage.
- E. *Perpetrator* – means person who commits an act of domestic violence, dating violence or stalking against a victim.

## **V. Admissions and Screening**

- A. *Non-Denial of Assistance*. MCHA will not deny admission to public housing or to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.
- B. *Mitigation of Disqualifying Information*. When so requested in writing by an applicant for assistance whose history includes incidents in which the applicant was a victim of domestic violence, MCHA, may but shall not be obligated to, take such information into account in mitigation of potentially disqualifying information, such as poor credit history or previous damage to a dwelling. If requested by an applicant to take such mitigating information into account, MCHA shall be entitled to conduct such inquiries as are reasonably necessary to verify the claimed history of domestic violence and its probable relevance to the potentially disqualifying information. MCHA will not disregard or mitigate potentially disqualifying information if the applicant household includes a perpetrator of a previous incident or incidents of domestic violence.

## **VI. Termination of Tenancy or Assistance**

- A. *VAWA Protections*. Under VAWA, public housing residents and persons assisted under the Section 8 rental assistance program have the following specific protections, which will be observed by MCHA:

1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
2. In addition to the foregoing, tenancy or assistance will not be terminated by MCHA as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant’s control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:
  - (a) Nothing contained in this paragraph shall limit any otherwise available authority of MCHA or a Section 8 owner or manager to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant’s household. However, in taking any such action, neither MCHA nor a Section 8 manager or owner may apply a more demanding standard to the victim of domestic violence dating violence or stalking than that applied to other tenants.
  - (b) Nothing contained in this paragraph shall be construed to limit the authority of MCHA or a Section 8 owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or MCHA, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.
- B. *Removal of Perpetrator.* Further, notwithstanding anything in paragraph VI.A.2. or Federal, State or local law to the contrary, MCHA or a Section 8 owner or manager, as the case may be, may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by GHA. Leases used for all public housing operated by MCHA and, at the option of Section 8 owners or managers, leases for dwelling units occupied by families assisted with Section 8 rental assistance administered by MCHA, shall contain provisions setting forth the substance of this paragraph.

## **VII. Verification of Domestic Violence, Dating Violence or Stalking**

- A. *Requirement for Verification.* The law allows, but does not require, MCHA or a section 8 owner or manager to verify that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII. C., MCHA shall require verification in all cases where an individual claims protection



against an action involving such individual proposed to be taken by MCHA. Section 8 owners or managers receiving rental assistance administered by MCHA may elect to require verification, or not to require it as permitted under applicable law. Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of the following three ways:

1. *HUD-approved form* - by providing to MCHA or to the requesting Section 8 owner or manager a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.
  2. *Other documentation* - by providing to MCHA or to the requesting Section 8 owner or manager documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.
  3. *Police or court record* – by providing to MCHA or to the requesting Section 8 owner or manager a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.
- B. *Time allowed to provide verification/ failure to provide.* An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by MCHA, or a Section 8 owner or manager to provide verification, must provide such verification within 14 business days (*i.e.*, 14 calendar days, excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.
- C. *Waiver of verification requirement.* The Executive Director of MCHA, or a Section 8 owner or manager, may, with respect to any specific case, waive the above- stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director, owner or manager. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

## **VIII. Confidentiality**

- A. *Right of confidentiality.* All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to MCHA or to a Section 8 owner or manager in connection with a verification required under section VII of this policy or provided in lieu of such verification where a waiver of verification is granted,

shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:

1. requested or consented to by the individual in writing, or
  2. required for use in a public housing eviction proceeding or in connection with termination of Section 8 assistance, as permitted in VAWA, or
  3. otherwise required by applicable law.
- B. *Notification of rights.* All tenants of public housing and tenants participating in the Section 8 rental assistance program administered by MCHA shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.
- C. *Security.* All information pertaining to the fact that an individual is a victim of domestic violence, dating violence or stalking shall be maintained separately and securely by the Resident Services Department unless such information is subject to the disclosure exceptions noted in this section.

## **IX. Transfer to New Residence**

- A. *Application for transfer.* In situations that involve significant risk of violent harm to an individual as a result of previous incidents or threats of domestic violence, dating violence, or stalking, MCHA will, if an approved unit size is available at a location that may reduce the risk of harm, approve transfer by a public housing or Section 8 tenant to a different unit in order to reduce the level of risk to the individual. A tenant who requests transfer must attest in such application that the requested transfer is necessary to protect the health or safety of the tenant or another member of the household who is or was the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.
- B. *Action on applications.* MCHA will act upon such an application promptly.
- C. *No right to transfer.* MCHA will make every effort to accommodate requests for transfer when suitable alternative vacant units are available and the circumstances warrant such action. However, except with respect to portability of Section 8 assistance as provided in paragraph IX. E. below the decision to grant or refuse to grant a transfer shall lie within the sole discretion of GHA, and this policy does not create any right on the part of any applicant to be granted a transfer.
- D. *Family rent obligations.* If a family occupying MCHA public housing moves before the expiration of the lease term in order to protect the health or safety of a household member, the family will remain liable for the rent during the remainder of the lease term unless released by MCHA. In cases where MCHA determines that the family's decision to move was reasonable under the circumstances, MCHA may wholly or partially waive rent payments and any rent owed shall be reduced by the amounts of rent collected for the remaining lease term from a tenant subsequently occupying the unit.
- E. *Portability.* Notwithstanding the foregoing, a Section 8-assisted tenant will not be denied portability to a unit located in another jurisdiction (notwithstanding the term of the tenant's existing lease has not expired, or the family has not occupied the unit for 12 months) so long as the tenant has complied with all other requirements of the Section 8 program and has moved from the unit in order to protect a health or safety of an individual member of the household who is or has been the victim of domestic

violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.

## **X. Court Orders/Family Break-up**

- A. *Court orders.* It is MCHA's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by MCHA and their property. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family breaks up.
- B. *Family break-up.* Other MCHA policies regarding family break-up are contained in MCHA's Public Housing Admissions and Continuing Occupancy Plan (ACOP) and its Section 8 Administrative Plan.

## **XI. Relationships with Service Providers**

It is the policy of MCHA to cooperate with organizations and entities, both private and governmental, which provide shelter and/or services to victims of domestic violence. If MCHA staff becomes aware that an individual assisted by MCHA is a victim of domestic violence, dating violence or stalking, MCHA will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring MCHA either to maintain a relationship with any particular provider of shelter or services to victims of domestic violence or to make a referral in any particular case. MCHA's annual public housing agency plan shall describe providers of shelter or services to victims of domestic violence with which MCHA has referral or other cooperative relationships.

## **XII. Notification**

MCHA shall provide written notification to applicants, tenants, and Section 8 owners and managers, concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance at time of initial lease-up and at each annual recertification. The full policy and required forms will also be made available on the MCHA's website [www.mid-columbiahousingauthority.org](http://www.mid-columbiahousingauthority.org)

## **XIII. Relationship with Other Applicable Laws**

Neither VAWA nor this Policy implementing it shall preempt or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

## **XIV. Amendment**

This policy may be amended from time to time by MCHA as approved by the MCHA Board of Commissioners. This policy was adopted by the MCHA Board of Commissioners at their February 14, 2007 Regular Meeting.

**Attachment "D"**  
**Mid-Columbia Housing Authority – Columbia Gorge Housing Authority**  
**Public Hearing**  
**Wednesday March 14, 2012 – 10:00AM**  
**Commodore II, Suite 417**  
**312 Court St., The Dalles, OR**

**ATTENDANCE -  
BOARD MEMBERS**

**MCHA** – Rod Runyon (Wasco County), Scott McKay (Wasco County) (called in), Ken Farner (Wasco County), Teri Sanderson (Sherman County), JoAnn Wittenberg (Hood River County), Gary Thompson (Sherman County), Carole Brisbane (Resident Advisory Board), Les Perkins (Hood River County) (called in), Karen Kellogg (Sherman County) (called in)

**CGHA** – Gabe Spencer (Skamania County), David Sauter (Klickitat County), Janet Martin (Klickitat County)

**ATTENDANCE - STAFF**

Ruby Mason, Executive Director; Karen Long, Housing Program Assistant/Housing Certifier

**ATTENDANCE –  
PUBLIC/GUESTS**

Paul Spencer, Contractor for CCHC-CGHA

**CALL TO ORDER**

The meeting was called to order by MCHA Chair Gary Thompson at 10:00am.

**PHA PLAN**

Ruby Mason explained that the purpose of the public hearing is to give the public a chance for testimony for or against the PHA Plan.

Ruby presented the proposed changes to the PHA Plan, as suggested by a committee made up of Board Members (Barb Seatter, JoAnn Wittenberg, Jamie Tolfree, and Janet Martin). The Committee made the following recommendations:

1. Closure of the waiting list and open it only one month per year. Ruby explained that anyone who applies now will have no chance of going on the program for the next two years, so it gives people false hope. Teri Sanderson asked whether current families can stay on the list. Ruby answered that everyone currently on the list will stay on the list. Teri Sanderson asked if the list is broken down by county. Ruby answered that there is an Oregon list and a Washington list, but all the counties within the states are listed together.
2. Change of occupancy standards. Ruby explained that occupancy standards are the guidelines used to assign a bedroom size to a family. Ruby continued that the new occupancy standards will require at least three people in the family to be assigned a two bedroom and at least four people in the family to be assigned a three

bedroom. Ruby went on to explain that if a family can find a unit that is a three bedroom but costs the same as the two bedroom unit, they can rent that unit. The bedroom size is the amount of the subsidy standard, not the actual size the family can choose.

3. Unborn children. Ruby explained that any unborn child will no longer be factored into bedroom size assignment until after the child is born.
4. Payment standards. Ruby explained that HUD allows each PHA to set the payment standards at 90-110% of FMR. The following chart shows the new proposed payment standards for 0, 1, 2, 3, 4 bedrooms respectively:
  - Hood River: 422, 522, 651, 926, 955
  - Wasco: 485, 544, 677, 963, 1192
  - Sherman: 446, 523, 631, 855, 1001
  - Klickitat: 534, 542, 644, 907, 930
  - Skamania: 599, 694, 802, 1167, 1402

Wasco, Sherman and Klickitat Counties are set at 105% FMR. Skamania County is set at 90% of FMR. Hood River County is set at 110% of FMR. Ruby said when we raise the payment standard, people have an easier time finding a place, but then it increases our costs. Ruby said this change will make it harder for families to find a unit, but it will allow us to help more families. Ken Farner asked whether the amounts include utility allowance. Ruby answered yes. Gabe Spencer said he doesn't think we should lower the payment standards because the numbers are already too low and we aren't doing a good service to people because there are no immediate savings and the changes will have a negative effect on the community. Gabe added that the Skamania County number reductions do make sense because those numbers are so inflated. Teri Sanderson asked how the landlords will react. Ruby answered that the landlords will have to agree to lower rents, so people will have a harder time finding a place. Ruby continued that if we lower the payment standard, people who are currently on the program aren't affected until after their second re-exam and then they will pay the difference themselves so it could have an impact on families if landlords raise the rents. David Sauter asked if there are people on the waiting list who are in greater need than people on the program. Ruby answered yes, but we are trying to determine whether we can place a limit for the number of years a family can receive assistance (not applicable for elderly or disabled). Ken Farner said that closing the waiting list and not accepting new applications will place additional pressure on the rents and rents may begin to be lowered. Ruby added that we do have an influence on the housing market because we have a significant number of rentals on the program. JoAnn Wittenberg

added that as a committee member, these were difficult decisions to make, but many people have been waiting years to get on the program so maybe it is worth it for people to pay a little more so we can let more people on the program.

5. Moves with continued assistance. Ruby explained that if MCHA finds out about damages to a unit before the tenant turns in the Request for Tenancy Approval to move, but MCHA does not receive an accounting for those damages from the landlord, then MCHA will not hold the voucher. Ruby said that if the landlord says there are significant damages and the tenant objects, then the landlord and tenant should go to mediation or court to resolve the issue. Ruby said we cannot hold a voucher because the landlord says there is damage.

## **PUBLIC COMMENT**

Paul Spencer was the only member of the public present. Paul asked how statistics on housing needs in the area are generated and whether the number of families on the waiting list is used to track need. Ruby answered that we will have the numbers from the current waiting list and census data to determine need by county. Ruby added that we don't have to rely on the waiting list. Paul asked if the numbers from the current waiting list are used, then how will future need be determined. Ruby answered that the current list isn't an accurate reflection of total need and we need to combine the waiting list data with. Ruby added that Barb Seatter made the comment at the committee meeting that we should keep a tally of people who are interested. Ruby said we can contact other housing authorities to find out what they are doing to document need. Paul added what gets measured, gets worked on. Gary Thompson said if the waiting list goes away and there is a great need and backlash, then it will bring attention to the fact that the funding is going away while the need goes up.

## **MOTION**

Teri Sanderson made a motion to approve the committee recommendations and Ken Farner seconded. Upon the vote, the motion passed unanimously.

**Attachment "E"**  
**Mid-Columbia Housing Authority**  
**Columbia Gorge Housing Authority**  
**(Consortium)**  
**Limited English Proficiency Policy**

## **I. POLICY**

It is the policy of the MCHA-CGHA Consortium hereinafter referred to as "MCHA" to take reasonable steps to ensure that LEP Persons have meaningful access and an equal opportunity to participate in our services, activities programs and other benefits. The policy is to ensure meaningful communication with LEP clients. This policy also provides for communication of information contained in vital documents including but not limited to Consent and Complaint Forms, Intake forms with potential for important consequences including income questionnaires and applications for eligibility, Notices of Eviction, Notices of public hearings Leases and Tenant or Participant Rules. All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served and clients and their families will be informed of the availability of such assistance free of charge. This policy is in accordance with the HUD's Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, dated January 22, 2007.

MCHA hereby designates the Executive Director or her designee, as its Language Access Coordinator ("LAC"), to conduct a regular review of the language assistance needs of MCHA and monitor MCHA's delivery of language assistance services in conjunction with MCHA departments that provide direct services to public housing residents, participants in MCHA's rental assistance programs, and public housing and rental assistance applicants.

## **II. APPLICABILITY**

This policy applies to departments that provide direct services to MCHA residents, participants in its rental assistance programs, and other housing programs providing direct assistance applicants. It does not apply if the MCHA is not a significant owner of a property, i.e., co-general partner of a Low Income Housing Tax Credit project.

## **III. ASSESSMENT OF LANGUAGE SERVICES NEEDS-FOUR FACTOR ANALYSIS**

MCHA must conduct periodic evaluations of the service tools being provided to LEP residents, participants, and applicants to determine if there are new needs based on the four factor analysis. Annually MCHA will review data collected pursuant to the provisions of this Policy and the Four Factor Analysis to assess whether or not Vital Documents should be translated into additional languages. The following assessment services tools may be used in the determination of the MCHA's language assistance services needs:

- A. Determine the number or percentage of LEP persons eligible to be served or likely to be served by direct services, by using one or more of the following:
  1. Provide questions on an initial application, or enrollment form, to determine if the applicant needs language services.
  2. Identify language utilizing Language Identification Card and record language of resident, applicant or participant at points of contact and service.
  3. Research about the language groups and LEP persons/households using [www.census.gov](http://www.census.gov)
- A. Each Department shall track and record requests for language assistance, service provided (interview, conference, hearing, briefing etc.) and who provided language services e.g., bilingual employee, Language Bank Volunteer, contract vendor.
- B. Determine the nature and importance of the program, activity, provided through the program, by recognizing which MCHA activities may require an interpreter to assist an LEP person. For example, assisting a LEP person with interpretative services during an eligibility interview,

briefing on Section 8, issuing the voucher signing lease documents, or during a termination of participation hearing.

- C. Determine available and future resources and costs associated with providing direct services to LEP residents, participants and applicants.

MCHA shall determine if it is more cost effective to re-assign staff, use qualified bilingual staff or contract with vendors to perform routine duties that require interpretative services. Bilingual staff will be compensated with a premium added to their rate of pay when they are engaged in the provision of language services. Departments providing direct services to residents, participants and applicants shall make every effort to provide interpretative services through the use of qualified bilingual staff members or through contracted services. For example:

1. Seeking the use of qualified MCHA bilingual employees to provide language assistance services at locations where the services are needed.
2. Comparing the cost for hiring qualified bilingual employees to provide language assistance services in locations where these services are needed and cost estimates for utilizing contract vendors, when such services are required
3. Determining if vacancies in direct service positions require the services of qualified bilingual employees and providing for such a requirement in the applicable job description.

#### **IV. PROVIDING LANGUAGE ASSISTANCE SERVICES**

##### **A. Interpretative Services (Oral Language)**

Each MCHA program, office or location, that provides direct services must provide oral interpretation upon request and at no charge to LEP persons at points of contact and service to ensure meaningful access to MCHA's direct services. MCHA shall notify all applicants, and participants of their ability to request an interpreter in notices from MCHA for hearings, interviews, scheduled appointments, and adverse action.

If necessary, appointments/interviews/hearings/conferences may need to be rescheduled to a later date in order to provide language assistance services.

- The following organizations provide interpretive services.

Language Line

[http://www.language.com/page/interp\\_prods/Language Line](http://www.language.com/page/interp_prods/Language%20Line)  
800-752-6096

Pacific Interpreters  
800-311-1232

[www.pacificinterpreters.com](http://www.pacificinterpreters.com)

- Smart phone oral and written interpretation

Types of activities for which interpretative services must be offered to LEP persons include, but are not limited to the following:

- Eligibility Interview
  - Voucher Briefing
  - Housing Offer and Lease Signing
  - Resident/Applicant/Participant Private Conferences and Hearings
  - Interviews regarding Annual and Interim Rent Re-certifications
  - Transfer and Residual Tenancy Application
  - Reasonable Accommodation Request
  - Notice of Public Hearings
- 
- Applications and Tenant Files. Once it has been determined that an applicant or tenant needs language services, the tenant file will be "flagged" with information about the language required



and the level of services needed. This can be as simple as a note in the front of a file stating that the family needs interpretation services in a given language.

- Tools to Get Message to LEP Populations.

1. “I Speak” Cards or signs. The cards with the words “I speak (language specified)” written in a variety of language are available as needed at the front desk. They will be laminated and carried into the field for HQS inspections, where the file is flagged that language assistance is needed.
2. Smart Phone – Language Interpretation programs are now available and can interpret written or voice messages. This type of interpretation may be used if no one in the office speaks the language of the consumer.
3. LEP Notice

The following statement is what is used in notices to clients and is posted in the main lobby:

“Agencies receiving Federal funding are required to assist persons with Limited English Proficiency (LEP) so that they are not excluded from participation in or denied the benefits of any program or activity that the agency provides. If you do not speak or read English, you can have interpretation services provided to you at no charge. Tell the person helping you that you need an interpreter and/or translation services and such services will be provided in accordance with the agency’s policies and procedures. “

## Aviso

Agencias que reciben financiamiento del gobierno federal deben ayudar a personas con dominio limitado de inglés de modo que no sean excluidas de participar en, o recibir los beneficios de, cualquier programa o actividad que provea la agencia. Si usted no habla o no lee inglés, puede tener servicios de traducción sin costo alguno. Dígale a la persona que le atiende que usted necesita un traductor y/o servicios de traducción y estos servicios serán provistos según las políticas y procedimientos de la agencia.

MCHA staff is prohibited from requiring or asking LEP persons to bring their own interpreter. If a LEP person *requests* that an adult family member or friend (18 years of age or older) provide interpretation, this practice is acceptable only if it is his/her choice. The employee must advise the LEP person about the availability of free language services and document in writing if the LEP person still chooses to have his/her own interpreter.

There are some situations where the use of family members or friends is not appropriate e.g., in situations involving domestic abuse, sexual assault, or in hearings related to adverse actions. In

these instances qualified MCHA interpreters or others must provide language assistance. In situations where the MCHA proposes to take adverse action against a LEP person, a qualified interpreter must provide language services.

**Note:** For sign language interpreters, applicants, residents, or participants shall submit the MCHA form, Request for Reasonable Accommodation For further information related to persons who need sign language interpreters please refer to the MCHA's policies on Reasonable Accommodation which are available at MCHA Offices.

## B. Translation Services (Written Language)

Documents which contain vital information or information that is critical for ensuring meaningful access to MCHA's direct services are considered Vital Documents. Each Department Director, in consultation with the LAC, shall conduct an initial review of its written documents for the purpose of assessing whether any document contains vital information and requires translation. A similar review at time of creation will be conducted to determine if new documents contain vital information and require translation.

- HUD Translation of HCV Tenant Based Forms-MCHA will use available forms translated in "commonly used" languages

The MCHA shall translate vital information into covered languages before distribution.<sup>1</sup>This commitment is subject to the availability of appropriated funds. It may not occur in full if the translations required would create an undue administrative and financial burden on the MCHA such as in the circumstances described below. In addition, the MCHA will rely on both HUD and to translate their own required documents. Vital Documents include, but are not limited to: Application for MCHA Housing Programs, Brochure, Family Responsibilities, Section 8 Model Lease, Voucher and Public Notices.

Although many documents will be completely translated under this policy, the MCHA recognizes that some Vital Documents are not entirely comprised of vital information.

Sources for written translation include:

[www.translation.paralink.com](http://www.translation.paralink.com)

[www.freetranslation.com](http://www.freetranslation.com)

Where appropriate, MCHA shall use translated summaries to provide the vital information contained in a Vital Document to an LEP person. Further, some notices contain individualized facts which would be impractical to translate in every instance because of their number and the associated cost and time involved. Examples include Notices of Private Conference, Summaries of Private Conference, Hearing Decisions, Notices of Proposed Termination, Notices of Denial of Application. In these circumstances MCHA will advise the notice recipient how to obtain interpretive services and/or provide a translated summary of the document in Covered Languages.

Annually, MCHA will re-assess the data collected pursuant to section III above, and determine pursuant to applicable federal guidelines and the Four Factor Analysis whether Vital Documents should be translated into other languages, or whether certain languages may be dropped from the requirement.

## V. OUTREACH

MCHA will post notices of the availability of free language assistance services in offices where LEP persons interact with MCHA, including but not limited to Management offices, Housing Resource

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<sup>1</sup> Covered languages are determined by the Four Factor Analysis which MCHA shall conduct on an annual basis. The Covered Languages shall be identified in MCHA's Language Assistance Services Plan

Center, Satellite office. Notices regarding the availability of free language assistance services will also be posted on MCHA's website and will be included in notifications such as referenced in section IV.A above.

## **VI. TRAINING**

MCHA's LAC as well as Language Assistance Liaisons (See Section VII B) will provide ongoing training for appropriate staff about the Limited English Proficiency Policy and Language Assistance Services Implementation Plan. Training will include:

- An overview of MCHA's Limited English Proficiency Policy and Language Assistance Services Implementation Plan.
- How and when to use MCHA's Language Identification card -to identify the language in which the LEP person needs assistance.
- How and when to access language services through bilingual staff, Language Bank Volunteer or contract vendor.
- How to work with an interpreter.
- Prohibition against requiring or asking any LEP person to bring his or her own interpreter.
- Cultural sensitivity

## **VII. MONITORING AND RECORDKEEPING**

### **A. MCHA –Wide Monitoring**

On an ongoing basis MCHA will assess changes in demographics, types of services or needs that may require reevaluation of this policy and its procedures. In addition MCHA will regularly assess the efficacy of these procedures.

The LAC will monitor MCHA's provision of language assistance services to LEP persons on an ongoing basis. To coordinate and facilitate the delivery of and address issues related to language services this will be an Agenda item for staff meetings.

The Language Access Coordinator's (LAC) responsibilities include:

1. Monitoring the implementation of MCHA'S Limited English Proficiency Policy and Language Assistance Services Implementation Plan and coordinating its regular update.
2. Meeting with the staff to ensure departments are complying with the requirements for providing language assistance services.
3. Assessing annually the' language assistance needs of the agency by reviewing data on the provision of language services and the prior year's provision of language assistance services, and recommending modifications of the plan to MCHA's Administrator
4. Monitoring the translation of vital documents.
5. Overseeing quality control assessment of language services.
6. Establishing and implementing the certification procedure to ensure competency of interpreters and translators.
7. Making available a glossary of MCHA terminology to authorized bilingual employees, volunteers, and contract vendors for use when translating MCHA documents

### **B. Departmental Monitoring**

MCHA departments providing direct services to residents, applicants, and rental assistance voucher holders will regularly monitor and assess the language assistance services they provide to ensure meaningful access by LEP persons.

All staff providing direct services will assist as follows:

1. Tracking of language assistance services provided by the department as follows:
  - a. LEP person served

- b. the language
  - c. type of service and how language service was provided
- 2. Working with Department Director and the LAC to address issues related to language services
- 3. Providing information to LAC to help identify emerging languages and changes in the proportion of existing language groups
- 4. Providing LAC with reports on language assistance provided
- 5. Identifying staff requiring training on the delivery of language services, e.g., new hires, employees new to MCHA.
- 6. Providing LAC with updated language assistance services needs

## **VIII. COMPLAINTS**

MCHA employees who receive a report, or become aware that a LEP person believes that he/she has not been provided with language assistance services, in accordance with the provisions of MCHA's Limited English Proficiency Policy and Language Assistance Services Implementation Plan, should report that information to the Office of Civil Rights. by calling the Office of Civil Rights. Notices will advise LEP persons of this opportunity.

## **IX. FEEDBACK**

MCHA will meet with LEP advocates and community organizations to review MCHA's implementation of its Language Assistance Services Policy and to receive information on emerging LEP populations.

## **X. DEFINITIONS**

### **A. Limited English Proficient Person**

A Limited English Proficient Individual is a person who does not speak English as his/her primary language and who has a limited ability to speak, read, write or understand English at a level that permits him/her to communicate effectively, in the course of applying for, or receiving, agency services or benefits.

### **B. Vital Document**

A Vital Document is a document that contains vital information or information that is critical for ensuring meaningful access to MCHA's direct services.

MCHA considers the following types of documents to be Vital Documents:

- Consent and Complaint Forms
- Intake forms with potential for important consequences including income questionnaires and applications for eligibility
- Notices of Eviction
- Notices advising LEP persons of free language assistance
- Notices of public hearings
- Leases and Tenant or Participant Rules

The MCHA shall translate Vital Documents in accordance with section IV. B. above.

### **C. Translation Services (Written Language Services)**

Translation services are the written communications of a text from one language (source language) into an equivalent written text in another language (target language).

### **D. Interpretation Services (Oral Language Services)**

Interpretation services are the processes of orally communicating information from one language (source language) into another language (target language).

#### E. Language Identification Card

The Language Identification Card lists numerous languages, permitting persons who need language assistance services to identify the language in which assistance is needed. This document is available on the MCHA's internal public folder as well as on the MCHA web site.

#### F. Language Bank Volunteers

Language Bank Volunteers are MCHA employees who have been deemed proficient to provide oral interpretation and/or written translation in particular languages and who volunteer, with supervisory approval, to provide such service outside the scope of their usual work.

#### G. Bilingual/Bilingualism

The ability to speak two languages fluently and communicate directly and accurately in both English and another language.

#### H. Bilingual Employee

A bilingual employee has the ability to speak two languages fluently and can communicate directly and accurately in both English and another language.

#### I. Covered Languages

Covered Languages, for translation (written language) only, are those languages identified in MCHA's Language Assistance Implementation Plan and are subject to change based on the annual examination under the Four Factor Analysis, results of which are posted on MCHA's web site.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

## **Instructions form HUD-50075**

**Applicability.** This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

### **1.0 PHA Information**

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

### **2.0 Inventory**

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

### **3.0 Submission Type**

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

### **4.0 PHA Consortia**

Check box if submitting a Joint PHA Plan and complete the table.

### **5.0 Five-Year Plan**

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

**5.1 Mission.** A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

**5.2 Goals and Objectives.** Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

**6.0 PHA Plan Update.** In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

#### **PHA Plan Elements.** (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: **(i)** A description of the need for measures to ensure the safety of public housing residents; **(ii)** A description of any crime prevention activities conducted or to be conducted by the PHA; and **(iii)** A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

## 7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

### (a) Hope VI or Mixed Finance Modernization or Development.

1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>

### (b) Demolition and/or Disposition.

With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at:

[http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)

**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.

### (c) Conversion of Public Housing.

With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

(d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

(e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 **Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

### 8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.

PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

- 1. At the end of the program year; until the program is completed or all funds are expended;
- 2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
- 3. Upon completion or termination of the activities funded in a specific capital fund program year.

### 8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 **Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:  
<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

**9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**9.1 Strategy for Addressing Housing Needs.** Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**10.0 Additional Information.** Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

**11.0 Required Submission for HUD Field Office Review.** In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.